

Region 2 Workforce Development Board
Executive Committee Meeting
Friday August 18, 2017
2:00 PM

AGENDA

Teleconference #: 267-930-4000 PIN#: 758910371

Call to Order	Bryan Johnson-Board Chairman
Public Comment	
Quorum	
Minutes Executive Committee Meeting July 20, 2017	Bryan Johnson- Board Chairman
Legal Report	Timothy LaFon
Executive Director Report	Claude J. Hunt
Financial Report	Brenda Hunt
Old Business	Bryan Johnson- Board Chairman
New Business	Bryan Johnson- Board Chairman

1. Approval to accept: WIOA –Second Allocation of funds for PY 2016 total amount of increase \$2069.00.
2. Approval to accept: WIOA Funding Allocation PY2017 in the amount of \$1,012,523.00.
3. Approve: Calendar of Board Meetings 2017-2018 attached.
4. Review Supportive Services change: \$20.00 per day, transportation reimbursement for ITA and OJT. OJT receives the reimbursement for the first 2 weeks only. This is paid for each day of required attendance to a maximum of \$100.00 per week.

Announcements: Next Meeting is Full Board Meeting on September 20, 2017 12:00 Noon. Location is Chief Logan Lodge in Logan. Our guest speaker will be Russell Fry, Acting Executive Director.

Adjourn

Executive Committee Meeting
July 20, 2017
One Stop Conference Room

MINUTES

The meeting is called to order by Mickey Brown, in place of Board Chairman Bryan Johnson who joined by conference call.

Those in attendance were: Bryan Johnson, Mickey Brown, David Pennington, Monika Rowe, Dwight Coburn, James Hosier: Contracted Employees: Brenda Hunt and Timothy LaFon, and Staff: Claude J. Hunt, Melissa Bias, Jean Hager.

There were no registrants for Public Comment.

There is a quorum.

Mickey Brown asked for a motion to approve the minutes of the May 19, 2017 meeting. Motion made by Dwight Coburn and second by Jim Hosier.

The legal report update on the HR matter. Timothy LaFon advises he will only accept a Full and Complete Release from the plaintiff. Additionally, the payment will not be wages so we will not be paying social security.

Executive Director Claude J. Hunt updates the membership: there will be 221 layoffs at the Rite Aid distribution center and 50 from the Flint Group. We are planning workshops and other activities to assist those affected. Handout includes the monthly total of individuals served in Region 2.

Brenda Hunt presented the financial report. Handouts were reviewed.

There is no Old Business before the board.

New Business requiring action by the board:

Approval to change the Employee Handbook page 25, relating to mileage for temporary assignment as follows: "...an assignment is considered temporary for 60 working days, after such time it is your primary assignment". Mileage is not paid for primary assignments.

Motion is made by Monika Rowe and second by Jim Hosier. The motion carries.

Approval to change the Employee Handbook to reflect the resignation policy as follows: "... at least one week written notice is required." If this requirement is not met, the employee is not eligible for rehire. Attorney LaFon indicated that any requests for employment verification should provide only that the subject was employed and the dates of employment. Nothing further.

Motion is requested to approve the change to resignation policy. Motion is brought by David Pennington and is second by Jim Hosier. The motion carries.

Approval to have the employee handbook reviewed and rewritten by Attorney Timothy Lafon. Motion is made by Dwight Coburn and second by Dave Pennington.

Approval for continuation of Parent Evening Meetings for part of 2017. The managing group will be West Virginia State University Research Council. The amount allocated for this is \$10,000.00 from dislocated worker funds. Dwight Coburn made the motion to approve which was second by David Pennington.

The final item on the agenda is the request for a motion to remove Marty Chapman as a signatory on the First Sentry Bank accounts and add Bryan Johnson, Board Chairman. Motion is made by Dwight Coburn and second by Dave Pennington.

The next meeting will held on August 18th at 2:00 PM at the One Stop Offices in Huntington.

There is no further business before the board, the meeting is adjourned.

Respectfully submitted David Pennington, Secretary.

A proud partner of the  American Job Center[®] network